

Constitution of the Panhellenic Association of West Chester University

Article I. Name

The name of this organization shall be the Panhellenic Association of West Chester University, herein called Panhellenic.

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishments and in so doing to:

1. Maintain a high plane of sorority life, such that the Fraternity and Sorority experience is a positive force in the lives of women who choose it.
2. To promote intellectual, cultural and social life among all the students of the University.
3. Foster close, dynamic inter-relations between all sororities and fraternities.
4. Serve the University, community and society at large.
5. Encourage each member to develop characteristics to live responsibly and to become a creative, contributing member of society.
6. Acquire and execute all regulations governing operations, Alcohol Free Resolution, Recruitment, New Member Education and Initiation at West Chester University.
7. To act as a medium between the student body, the organizations comprising it and Panhellenic.

Article III. Membership

There shall be two classes of membership: Regular and Associate.

1. The REGULAR membership of the West Chester University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at West Chester University.
2. The ASSOCIATE membership of the West Chester University Panhellenic Association shall be composed of all members in good standing of the National Panhellenic Conference colonies or pledged chapters. A petition must be presented to Panhellenic including the following information.
 - a. Name of petitioning organization.
 - b. Names of members by class year, names of alumna (if applicable) and advisors.
 - c. A copy of the Constitution and By-Laws of the organization.
 - d. A statement of approval signed by the Vice President for Student Affairs and the

Coordinator Greek Life Programs.

- e. This petition will be presented two weeks prior to the meeting at which it will be voted on. Approval of Associate membership will be determined by a majority vote of the voting membership of Panhellenic. A group given the status of Associate membership shall have the same representation and voice of full members, but shall not be included in voting privileges or certain offices (*exclusions include Vice President for Public Relations, and Vice President for Operations*). They shall abide by the Constitution and By-Laws of the Women's Panhellenic Association of West Chester University. Dues shall be levied and every member must be a full time student holding at least 12 credits.
3. Panhellenic Council will not discriminate on the basis of race, sex¹, religion, color, national origin, sexual orientation, physical or mental handicap, age, or status as a veteran in selection of members.

Article IV. Qualifications

1. All NPC sororities shall be members of Panhellenic and abide by the rules, regulations and policies adopted by Panhellenic.
2. File a current list of all chapter officers, members, advisors and alumnae board with the Office of Fraternity and Sorority Life as well as the Panhellenic Vice President for Operations.
3. File within one week of the new member education process the names of all new members in the Office of Fraternity and Sorority Life.
4. Pay all semester dues as required by Panhellenic.

Article V. Officers

1. The officers of the West Chester University Panhellenic Association shall be President, Vice President for Educational Leadership and Development, Vice President for Operations, Vice President for Standards, External Vice President for Membership Recruitment, Internal Vice President for Membership Recruitment, Vice President for Public Relations, and Vice President for Community Service and Philanthropy.
2. The officers shall be delegates from fraternities holding regular membership in the West Chester University Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office except for the Vice President for Operations and the Vice President for Public Relations.
3. The officers shall serve for a term of one year, the term of office to begin no later than six weeks before the end of the academic term.
 - a. The term shall begin in the fall semester and officers shall serve beyond one year through two weeks following the formal recruitment period.

¹ The U.S. Congress allows social sororities and fraternities to remain single sex organizations.

- i. Exceptions to this will be made if the Panhellenic Executive Board Member is elected following her term to serve as her NPC chapter's President or Vice President for Membership/Recruitment, or if she is a December graduate following her term.
 - ii. There will be no exceptions for the Panhellenic President, Vice President for Standards, Internal Vice President for Membership Recruitment, External Vice President for Membership Recruitment.
4. Any officers failing to perform their duties as outlined shall resign and a successor is to be designated by election or as provided in Article VI, Section 3 of the Bylaws.

Article VI. Meetings

1. Regular. The West Chester University Panhellenic Association shall hold at least one regular meeting annually.
2. Special. A special meeting of the West Chester University Panhellenic Association may be called by the President when necessary and shall be called by there upon the written request of any regular or associate member fraternity at West Chester University.
3. The delegate from each regular or associate member fraternity shall be responsible for notifying their chapter members of all regular and special meetings of the West Chester University Panhellenic Association.

Article VII. The Panhellenic Council

The administrative body of the West Chester University Panhellenic Association shall be the West Chester University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the West Chester University Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and new member education period, which do not violate the sovereignty, rights and privileges of member fraternities.

1. MEMBERSHIP. The West Chester University Panhellenic Council shall be composed of one delegate, one alternate delegate and one alumna advisor from each National Panhellenic Conference fraternity chapter at West Chester University and from such National Panhellenic Conference fraternity colonies or national sororities at West Chester University as the council may approve for membership.
2. SELECTION OF DELEGATES AND ADVISORS. Delegates and alumnae advisors to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than six weeks before the end of the school year. Whenever possible, the alternate delegate of one year shall be the delegate for the

succeeding year.

3. **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council Vice President for Operations of their name, email address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate.
4. **OFFICERS.** The officers of the West Chester University Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the West Chester University Panhellenic Association.
5. **MEETINGS.** Regular Meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.
SPECIAL MEETINGS of the Panhellenic Council may be called by the President when necessary and shall be called by there upon the written request of any member delegate of the Panhellenic Council.
QUORUM. Three fourths of the member fraternities shall constitute a quorum for the transaction of business.
6. **VOTING**
 - a. The voting body of the West Chester University Panhellenic Association shall be its Panhellenic Council.
 - b. The voting members of Panhellenic Council shall be the delegates of each Fraternity holding regular membership. If a delegate is absent, the vote of there fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing their credentials have been presented in writing to the Council President prior to the meeting.
 - c. Three- fourths of the voting members of Panhellenic Council shall be required to establish rushing rules, to determine quota and to establish Total Chapter Size, to set the date for pledging and to add a chapter. A majority vote shall be required to carry all other questions.
7. **VOICE.** The alternate delegates and alumnae advisors to Panhellenic Council shall have voice but no vote.

Article VIII. Panhellenic Advisor

1. The Panhellenic Advisor shall be appointed by:
 - a. The college or university administration or
 - b. The Panhellenic Council and the Alumnae Advisory Council or
 - c. The Alumnae Advisory Council
2. The advisor shall serve in advisory capacity to the West Chester University Panhellenic Association and its Council.

Article IX. Standing Committees

Such Standing Committees and special officers as may be necessary to carry out the work of the West Chester University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

Article X. Unanimous Agreements and Policies

1. All members of the West Chester University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
2. All West Chester University Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

Article XI. Violations

1. Violations of any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the West Chester University Panhellenic Council in conformity with those recommended by National Panhellenic Conference.
2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

Article XII. Amendments

This Constitution may be amended by three-fourths vote of the voting members of West Chester University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

By-Laws of the Panhellenic Association of West Chester University

Article I. Qualifications

1. President

- a. Have previous executive board experience (including chapter executive board, governing council (PHC), or programming board (FPB)).
- b. Not be President or Recruitment Chair of their NPC organization.
- c. Have a working knowledge of Parliamentary Procedure.
- d. Must be in the chapter for one year as an initiate.
- e. Must have a minimum cumulative GPA of 2.75

7. Vice President for Public Relations

- a. Suggested that they had leadership experience in past year including serving as a delegate, Recruitment Counselor, general board member, and/or given active service (which includes having served on a committee in own chapter).
- b. Not be President or Recruitment Chair of their NPC organization.
- c. Must have a minimum cumulative GPA of 2.75
- d. Must have a general knowledge of different social media platforms.

8. Vice President for Community Service and Philanthropy

- a. Suggested that they had leadership experience in past year including serving as a delegate, Recruitment Counselor, general board member, and/or given active service (which includes having served on a committee in own chapter).
- b. Not be President or Recruitment Chair of their NPC organization.
- c. Must have a minimum cumulative GPA of 2.75

Article II. Duties

President:

1. Preside over all regularly scheduled and special meetings and shall call special meetings whenever he deems necessary.
2. Serve on or represent the PHC on any University or student committee where there presence is deemed necessary.
3. Communicate with the PHC Advisor before each meeting regarding the proposed agenda for said meeting.
4. Is responsible for the preparation of the annual report submitted by the PHC to the National Panhellenic Council.
5. Preside as chairman at all meetings of the Executive Board.
6. Have a working knowledge of Parliamentary Procedure and Robert's Rules of Order
7. Chairs the PHC Extension Committee
8. Creates and implements a multi-year strategic plan.
9. Ensures Executive Board officers meet with peer council officers on a regular basis.
10. Encourage chapter members and officers to attend and fully participate in meetings, workshops and events sponsored by the council. For example, chapter officers at round tables, delegates at council meetings and general members at education programs.
11. Relays information to both internal and external parties in a timely, professional, and organized manner. Chapters are well informed about issues before decisions are made by the council. The council makes every effort to be sure its constituencies are aware of its programs and goals.
12. Approves or establishes the council goals for the year and distributes these to appropriate publics via e-mail, the web or hard copy.
13. Sponsors roundtable discussions for chapter presidents at least four times per academic year.

Vice President for Educational Leadership and Development

1. Assume the office of President if they are unable to complete their term or in the absence of University or Student committees.
2. Sponsors roundtable discussions for new member educators at least once per academic term.
3. Meets with a peer council at least once per academic term for the purpose of improving relations, communication and to address common issues facing the fraternity/sorority community.
4. Sponsors a leadership development program targeted specifically for associates or new members at least twice each year.
5. Responsible for reviewing New Member Plans for each PHC chapter
 1. Be knowledgeable on the Anti- Hazing Policy of WCU
 2. Review and guide New Member Educators on the guideline featured in the New Member Handbook
 3. Responsible for distributing the New Member Handbook to every New Member Educator
6. Inform chapters on cultural, leadership, and career opportunities on campus
7. Work with scholarship chairs to come up with new ways to promote academic success amongst chapters

Vice President for Operations

1. Makes the constitution, bylaws, and other important policy or rules documents available online to chapter members and the public.
2. Maintains and establishes (reviewed and approved within the past two years) a current version of all Panhellenic forms including but not limited to :
 1. The council mission statement
 2. Version of detailed officer job descriptions (for elected and appointed officers)
 3. Version of the council code of ethics.
 4. Version of the council position statements and resolutions.
 5. Version of the council judicial policies.
 6. Version of the bylaws (with help of council members)
3. Responsible for maintenance of council finances.
4. Maintaining and establishing current (within the past 2 years) ethical financial policies in place.
5. Distribution and collection of dues annually.
6. Distributes meeting agendas and minutes are produced consistently. Both are distributed in a timely manner to chapter members via e-mail, the web and/or another method.
7. Maintains correspondence with delegates regarding general body meetings and chapter related information.

Vice President for Standards

1. Conducts an evaluation of the effectiveness of its risk management policies within the past two academic years and, as a result, revisions are made to policies or procedures for enforcement.
2. Holds a risk management workshop that includes case studies at least once per academic year.
3. Conducts workshops/roundtables for chapter social and risk management chairpersons at least twice per academic term.
4. Coordinates the PHC judicial board program as well as being responsible to enforce and ensure the completion of sanctions when they arise.
5. Conducts judicial board training sessions in the Spring semester.
6. Visits chapters to educate new member classes on hazing policies and procedures to follow when violations have occurred.
11. Reviews event notification forms, BYOB and Third Party Vendor, submitted on RamConnect.
12. Determine and execute appropriate sanctions for violations of policies

External Vice President for Membership Recruitment

1. In conjunction with chapter recruitment chairs, designs and implements a year-round marketing plan (including a timeline and budget) for recruitment.
2. Sponsors informational programs about the fraternity/sorority community for prospective members. The program includes information pertaining to alcohol policies, academic programs, chapter retention rates, leadership opportunities, cost of membership
3. Ensures that appropriate university officers and organizations (such as the admissions and orientation staff) have accurate and current information about the fraternity/sorority community. Information provided includes academic and retention reports, educational programs available to new members, summary reports about chapter conduct, and community-wide efforts to prevent hazing.
4. Provides prospective members and their parents publications that highlight the fraternity/sorority community in a positive manner.
5. Conducts a workshop on conversation skills for all chapter members in recruitment.
6. Conducts evaluations among fraternity/sorority community leaders in order to improve the recruitment process.
7. Conducts evaluations among potential members, newly affiliated students, admissions and/or orientation personnel in order to improve the recruitment process.
8. Sponsors publications, information and/or sign up tables, potential new member information and orientation sessions and by planning events for non-fraternity/sorority students to find out about fraternity/sorority involvement.
9. Works with the university admissions staff, orientation staff, and residence hall staff to recruit students to the university and introduce them to fraternity/sorority life in a positive way.
10. Works with VP for Public Relations to design/order Open House shirts for all chapters and recruitment team.

Internal Vice President for Membership Recruitment

1. Implements a recruitment counselor program to assist prospective members throughout the recruitment process
2. Sponsors an event immediately following the recruitment periods to introduce and welcome new members into the fraternity/sorority community
3. Selects and specially trains a group of fraternity/sorority members whose role is to represent the fraternity/sorority community to prospective members
4. Responsible for recruitment counselors training process to prepare them for their roles.
5. Responsible for updating and maintaining the recruitment counselor binders
 1. As well as managing samples (for RCs to use with PNMS), agendas, and daily report forms.
6. Coordinates recruitment team move in volunteering schedule
7. Works with Vice President for Membership Recruitment to coordinate and manage rooms of recruitment.
8. Responsible for coordinating the participation in the Involvement Fair Sorority/ Meet & Greet
9. Responsible for designing and ordering all recruitment team apparel

Vice President for Public Relations

1. Responsible for keeping the council website, and social media (on orgsync/elsewhere) current and overseeing chapter links.
 - a. Regularly monitors chapter websites to ensure their content, language, and images are consistent with the chapter's stated values and a positive overall public image.
2. Responsible for letter to parents of new members that welcomes them, provides information about the basics fraternity/sorority community, and provides contact information if parents have questions or concerns.
3. Main responsibility is marketing and takes charge of planning and implementing a year-round marketing program for the fraternity/sorority community.

Vice President for Community Service and Philanthropy

- 1) Primary responsibility is planning, implementing, and coordinating the council's community service efforts.
- 2) Sponsors or co-sponsors a service project that involves an on-going commitment to a university or community cause.
- 3) Provides educational programs that (1) articulate the need (as stated by agencies/organizations), and (2) the benefit (to the overall community), and (3) the value (for the volunteer and those they are serving) of the community service (focus on hours volunteered) for working with community agencies and their constituents.
- 4) Supports and encourages chapter participation in all university community service (focus on hours volunteered) events.

- 5) Conducts roundtables or workshops for chapter philanthropy chairs at least once per term.
- 6) Routinely verifies that chapters make donations to their self-designated agencies including the chapter's national philanthropy.
- 7) Publishes a calendar (the semester or term in advance of the upcoming semester/term) of fraternity/sorority community events, including academic deadlines and major campus events, for use in the prevention of over-programming, avoiding conflicts in programming, and to enable officers to plan programs avoiding key academic priority times.
- 8) Review and Approve RamConnect Philanthropy Forms and publish on Calendar
- 9) Work with Office of Service Learning and Volunteer Programs to collect chapter community service hours.
- 10) Coordinates programs/events serving council's overarching philanthropy.

Article III. The Executive Board

The Executive Board shall:

1. Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all fraternities.
2. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
3. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Vice President for Operations and record the action in the minutes of that meeting.
4. Do a minimum of one hour per week in the office of Fraternity of Sorority Life

Article IV. Terms of Office

1. The term of the Executive board officers will last one full year. The term shall begin with an induction at the end of the fall semester and continue through two weeks following the formal recruitment period.
2. Line of Succession:
 - I. President
 - II. Vice President for Leadership and Educational Development
 - III. Vice President for Operations
 - IV. Vice President for Standards
 - V. External Vice President for Membership Recruitment

- VI. Internal Vice President for Membership Recruitment
- VII. Vice President for Public Relations
- VIII. Vice President for Community Service and Philanthropy

3. In the event that any elected officer, with the exception of the President, is unable to fulfill their term in office, the Executive board shall accept nominations and hold elections to fill the vacancy.
4. In the event that the President is unable to fulfill their term of office the Vice President for Leadership and Educational Development shall assume responsibility, and nominations and elections for the Vice President for Leadership and Educational Development will occur to fill their vacancy.
5. In the event that the Vice President for Leadership and Educational Development is unable to fulfill the office of President, then the line of succession will be followed and nominations and elections for to fulfill said vacancy.

A. Removal

1. In the event that an Executive board member is not fulfilling her obligations and duties as an officer, it is up to the other members of the Executive board to confront her and try to reach an amicable solution.
2. If an amicable solution cannot be reached, those members who wish to remove the officer must meet with the Director of Fraternity and Sorority Life who has the final say in whether or not the person will be removed from office.

Article V. Elections

1. Nominations

- a. Any individual from a full member organization that wishes to be considered for a position will be eligible for Panhellenic Executive Board Office by completely filling out an application on the platform selected (i.e. RamConnect, Google Forms, etc.) by the Director of Fraternity and Sorority Life by the announced date.
- b. To be eligible for Panhellenic Executive Board, the individual must be enrolled at West Chester University on a full time basis for the entire term of her office and maintain a cumulative GPA of 2.75.
- c. Any woman affiliated with an NPC sorority that is not represented at West Chester University has the ability to be an ex-officio member of the executive board having voice but no vote in all proceedings.
- d. Any individual from that wishes to be considered for the position shall completely fill out an application packet and return it to the Panhellenic President and Advisor via email by noon the day following the official close of nominations.

- President for Operations, and Vice President for Public Relations.
- b. The Executive board shall meet weekly prior to the Panhellenic meetings to discuss any issues, plans, or business of Panhellenic.
 - c. It is the duty of the Executive board to:
 - i. Study, develop, and expand policies that serve the best interest of sorority women and the University at large.
 - ii. Maintain effective communication with the Interfraternity Council, Fraternal Programming Board and the Black and Latino Greek Council as well as Panhellenic delegates and other relevant organizations and offices within the University community.
 - d. The entire Panhellenic Executive Board must disaffiliate from their respective chapters during the Formal recruitment processes thirty days prior to Bid Day.

Article VII. Meetings

1. General Body Meetings
 - a. Meetings shall be held biweekly on a day and time set by the presiding Panhellenic Executive Board, unless otherwise announced by the President.
 - b. Special meetings may be called by the President or by the consensus of the majority of the full voting body.
 - c. Delegates shall be selected by their respective chapters and will serve for one (1) academic year.
 - d. When a delegate vacancy occurs, it shall be the responsibility of the chapter to fill the vacancy within two (2) weeks, and to notify the Panhellenic Vice President of Operations of the new delegate's name, email, and phone number.
 - e. All delegates are required to dress in badge attire at all Panhellenic Meetings.
2. Executive Board Meetings
 - a. Executive Board meetings shall take place prior to the General Body meeting. Time and date will be determined by the Executive Board at the beginning of each semester.
 - b. All Executive Board members are required to dress in badge attire at all Panhellenic Meetings.

Article VIII. Administration of Membership Recruitment

A. Recruitment

1. An early spring membership recruitment shall be held.
2. Total for West Chester University Panhellenic organizations shall be determined each year according to mean chapter size.
3. The National Panhellenic Conference Quota-Total system shall be followed.
4. The preferential bidding system shall be used.
5. Except during the formal membership recruitment period, Continuous Open Bidding

- shall be in effect during the school year (fall through spring) for eligible students.
6. Chapters which do not fill basic Quota during formal membership recruitment may continue to bid to Quota in Continuous Open Bidding even though reaching Quota puts them over total.
 7. All Formal Recruitment parties will be held in campus facilities reserved by the External Vice President for Membership Recruitment.
 8. Must follow all unanimous agreements applied to the Recruitment process by the Green Book as well as the University Recruitment code of conduct.
 9. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in Chapter Total.
 - a. A list of associate, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.
 - b. Any expulsion, termination or other change in membership shall be reported to the President of Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

Article IX. Finance

A. Fees and Dues

1. The fiscal year of Panhellenic shall be from the beginning of the spring semester to the completion of the fall semester.
2. All checks written on behalf of the Panhellenic Council shall be signed by the Vice President for Operations and the Director or Assistant Director of Fraternity and Sorority Life.
3. All payments due to Panhellenic shall be turned in to the Vice President for Operations who shall record all transactions. All checks shall be made out to West Chester University Panhellenic Council.
4. The dues of each Panhellenic Association shall be eleven dollars and fifty cents (\$11.50) per active and new member, charged each semester.
5. The dues of each member organization shall be due on or before the fifth (5) meeting of the semester. Late dues will be subject to a fine determined by the Executive Board.

B. Fines

1. The Panhellenic Executive Board will establish fines and penalties regarding the following, but not limited to:
 - a. Violations of the West Chester University Panhellenic constitution and by-laws.
 - b. Attendance requirements.
 - c. Documentation deadlines.
 - Ex: Mid semester reports, white cards, hazing contract, and others.
 - i. \$25 fine for failure to submit a sober list one week prior to an event

- and/or failure to submit a guest list one week after an event.
- d. Potential judicial outcome.
 - f. Failure of delegate to attend a scheduled General Body Meeting.
 - i. \$5 fine for tardiness at any General Body Meeting.
2. Fines will be assessed and agreed upon by the Panhellenic Executive board with consultation from the Director of Fraternity and Sorority Life .
 3. Fines cannot accrue more than \$1,000 in one (1) calendar year.
 4. Suitable deadlines and payment options will be set by the President of the Panhellenic Council in collaboration with the Vice President for Operations.
 5. Failure to pay fines will result in a verbal warning, then, chapter(s) will be sent to the Panhellenic Judicial Board.

Article X. Advisor

The advisor for Panhellenic Council is the Director of Fraternity and Sorority Life or the Assistant Director of Fraternity and Sorority Life.

Article XI. New Member Process and Initiation

1. A woman must be a regularly matriculated, full time student (12 credits or more) and must have a cumulative GPA of 2.5 or higher to be eligible for membership recruitment and bid acceptance. She must have completed 12 undergraduate credits at West Chester University or 24 undergraduate credits if she is a transfer student.
2. A Panhellenic Council member fraternity may not issue an invitation to membership to a potential new member during any school recess.
3. A new member may be initiated whenever they have met the requirements of the fraternity to which they have gone through the new member process, and must be initiated in the same semester which she receives a bid.
4. The New Member process shall consist of no more than seven weeks and should conclude at least two weeks prior to the start of final examinations.
5. A new member plan must be submitted to the Director/Assistant Director of Fraternity and Sorority Life two weeks prior to the start of their new member process. The new member plan must be submitted with details as outlined in the most recent version of the Panhellenic New Member Education Handbook.
6. All educational new member education meetings must be held in an on campus location reserved under the organization name through 25Live.

Article XII. Hazing

All Members and Associate Members will adhere to the Anti-Hazing and Risk Management policies created by FPB and those created by West Chester University.

Article XIII. Alcohol-Free Resolution

As a result of discussions by the NPC and its member groups, West Chester University Panhellenic Council has adopted an Alcohol-Free Resolution. It states that the use or presence of alcohol at any co-sponsored activity is strictly forbidden and will not be tolerated unless supplied by a third (3) party vendor. Violations of this policy will be adjudicated through the Panhellenic Judicial Board. All Risk Management procedures and social events hosted, attended and/or sponsored by an NPC member or chapter MUST follow FIPG policies.

Article XIV: Panhellenic Council Judicial Board

Section 1. Purpose

1. The purpose of the PHC Judicial Board shall be to interpret the PHC Constitution and By-laws, the West Chester University Student Code of Conduct, and all student organization policy referenced in the Rams Eye View.
2. The Director of Judicial Affairs and Student Assistance has the authority to resolve judicial cases when deemed appropriate. Moreover, the Director serves to administer the West Chester University Judicial Process, and makes decisions regarding judicial policies and procedures when warranted by the circumstances.

Section 2. Judicial Board Composition

1. The PHC Judicial Board shall be composed of one member from all member organizations of the West Chester University Panhellenic Council, and the Vice President for Standards of PHC who will serve as Chair of the board.
2. Each member of PHC will select one representative to be trained to hear judicial board cases.
 1. Judicial Board members must have a 2.5, semester and cumulative GPA while serving on the Board.
 2. Judicial Board members must be in good standing with their fraternity chapter and the University judicial system.
3. The Judicial Board Chair will work with the Director of Fraternity and Sorority Life on all pre and post hearing procedures.
 1. In the event the Judicial Board Chair's chapter is involved in the violation inquiry, they must pardon themselves from the process. The replacement must be a member of the Executive Board and not involved, starting with the president.

Section 3: Pre-Hearing Procedures

1. The PHC Executive Board, Director of Fraternity & Sorority Life, PHC Advisor, any fraternity chapter or member, any West Chester University student or faculty member, or any member of the West Chester community or public at-large may bring charges against an organization or organization member.
2. In order to bring charges before the PHC Judicial Board, an incident report must be signed and submitted to the Director of Fraternity and Sorority Life no more than (10) days after knowledge of the alleged incident.
3. Upon receipt of an incident report form, the PHC Vice President for Standards will meet with the Director of Fraternity and Sorority Life to discuss the case and determine whether a case shall be brought to the Judicial Board. The PHC Vice President for Standards and the Director of Fraternity and Sorority Life have the right to conduct pre-hearing investigations at their discretion.
 1. The PHC Vice President for Standards and Director of Fraternity and Sorority Life will consult with the Director of Judicial Affairs and Student Assistance.
4. In the event that more than one chapter is involved in the alleged incident, each chapter will be investigated separately by the appropriate judicial body (if not another PHC member chapter).
5. If a case is to be brought before the PHC Judicial Board, the PHC Vice President for Standards by way of letter will notify the chapter(s) and/or individual(s) of the charges.
 1. The letter will be delivered electronically as well as campus mail to the Chapter President.
 2. The letter shall specify a hearing date at least (5) business days after the date the letter is received (unless the charged fraternity should request an earlier hearing date) and shall direct the organization (through its appointed representatives) to appear at the hearing at a specified time.
 3. The letter will also copy the chapter's local chapter advisors and inter/national organization officers responsible for Chapter Services.
 4. The letter shall also:
 1. Describe of the alleged violation
 2. Advise the organization of its rights:
 1. to a private hearing
 2. to appear at the hearing with an advisor
 3. to present testimony of witnesses, documentary, or other evidence to appeal

Section 4: Judicial Board Hearing Procedures:

1. The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision.
2. Judicial board hearings shall be closed to the public.
3. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a faculty advisors, the PHC Vice President for Standards, the

- Director for Fraternity & Sorority Life, and Judicial Board representatives, excluding the representative of the accused organization.
4. The PHC Vice President for Standards serves as the Chair of the Judicial Board unless his/her organization is involved in the alleged infraction. In that case, the PHC President shall serve as the PHC Judicial Board Chair. (If the President & Vice President for Standards are both from the accused organization, then the Chair follows the succession of officers outlined in the bylaws.)
 5. The PHC Judicial Board representative from the accused organization will not serve on the board for the hearing.
 6. The judicial hearing will be audio taped.
 7. Chapters involved in a hearing have the right to consult with a campus advisor. This advisor, who is either a university employee or student, may be present during the hearing.
 8. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
 9. Following the completion of the hearing, the Judicial Board members hearing the case, the Director for Fraternity & Sorority Life will go into executive session for deliberations.
 10. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the Judicial Board Hearing Form.
 11. Penalties should be assessed to fit the nature and degree of the offense.
 12. Information on the appeal process shall be presented at the close of the judicial board hearing.
 13. The proper notification and reporting forms must be used.
 14. All documents associated with an investigation or judicial board hearing shall be kept by Director of Fraternity and Sorority Life for a period of no less than three years.

Section 5: Judicial Hearing - Order of Events

1. Call to order by the PHC Judicial Board Chair
2. Introductions - not a legal system and Confidentiality
3. Review of charges and justification.
4. Read charges and obtain response to each (Responsible, Not Responsible)
5. Five minute opening statement by the accused organization.
6. Call of witnesses to substantiate the charges - statements and questioning period.
7. Call of witnesses to refute the charges - statements and questioning period.
8. Closing statement by the accuser, if warranted.
9. Closing statement by the accused organization representative.
10. All in attendance except the Judicial Board Chairman, Judicial Board members, the Director of Fraternity and Sorority Life and the Associate Director for Programs and Educational Service are excused from the meeting.
11. Charges stated by Judicial Board Chairman

12. Chairman requests motion from Judicial Board member regarding decision(s).
(Responsible or Not Responsible)
13. Discussion of motion.
14. Recommended decision of responsible / not responsible. If responsible, the board will immediately deliberate on recommended sanctions.
15. Accused chapter representative and advisor return to hearing room and recommended decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined to the chapter representative and advisor.
16. Materials are forwarded to the Director of Fraternity and Sorority Life and PHC Vice President for Standards who sends the letter to chapter President with final decision and appeals process.

Section 6: Making Decisions

1. Should unanticipated circumstances arise, the Judicial Board may clarify, modify, or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions represented.
2. Preponderance of Evidence will be used to determine if there is sufficient information to support alleged violations.
3. If the Judicial Board finds that there is not sufficient information to support the allegations, the recommended decision will be Not Responsible.
4. If the Judicial Board finds the group did violate the regulations, the Board will recommend a decision of Responsible, and subsequent sanctions.
5. If the decision is responsible, four factors should be taken into consideration while deliberating on appropriate sanction(s):
 - a. The gravity of the violation(s)
 - b. Level of cooperation from the cited organization
 - c. The impact the violations have on the Fraternity and Sorority, University, and the surrounding communities.
 - d. The educational impact of the sanctions on the organization.
 - e. Past organizational offenses may be considered if the boards finding is that the chapter is responsible for the alleged offense. No mention of past organizational offenses is allowed during the deliberation on responsibility.
 - f. A good Judicial Board will balance these considerations and make appropriate sanctioning recommendations.

Section 7: Sanctions

The Judicial Board shall have the authority to recommend one or a combination of sanctions, including, but not limited to those outlined in the Student Code of Conduct:

1. Disciplinary Reprimand: The organization is informed in writing that the group has been found guilty of a violation of University regulations. It is intended to communicate most

strongly both the disapproval of the behavior and to remind the organization of its responsibility to the University community. It is an assumption that repetition of the behavior is not likely. However, it is to be understood that further misconduct may result in additional disciplinary action.

2. Disciplinary Probation: The organization is informed in writing that it is on probation for a specified period of time. Probation is a period of review and observation during which the organization must demonstrate the ability to comply with University rules, regulations, and other requirements as stipulated by the sanction. During this time, the organization may be required to complete an educational task or service project. Conditions which restrict privileges may also be imposed. If, during this time, the organization becomes involved in additional violations of University regulations, further disciplinary action will be taken.
3. Disciplinary Suspension: The organization is informed in writing of the loss of organizational privileges and recognition as a student organization for a specific period of time. During this time the loss of privileges includes, but is not limited to, the use of campus facilities, participation in University activities, funding, and sponsorship of official activities. The loss of privileges may include recruitment and pledging activities. If, during this time, the organization is involved in additional violations of University regulations, the organization may be subject to expulsion. At the conclusion of the loss of recognition, the organization may make application to the director of judicial affairs and student assistance or designee for restoration of its official recognition.
4. Disciplinary Expulsion: The organization is informed in writing that a permanent loss of recognition is imposed. This action is one of involuntary separation from the University. The relationship between the organization and the University is permanently terminated. The organization may not use campus facilities, participate in University activities, receive funding, sponsor activities, or recruit members. Should members violate the conditions of the sanction, they may be charged as individuals with violating the Student Code of Conduct.
5. Interim Disciplinary Suspension: The Director of Student Conduct or designee may impose an interim suspension and/or loss of privileges upon any student organization whose presence on campus constitutes a threat to the health, safety, and welfare of its members or others, or the welfare of the University, its property, or personnel. In such cases an administrative hearing will be scheduled within fifteen (15) University days unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date.

The Judicial Board is creating a recommendation that will be sent to the Director of Student Conduct for final approval before being sent to the Chapter. Once the Director of Student

Conduct approves the recommendation, Post-Hearing procedures can be followed.

Section 8: Post-Hearing Procedures

1. The PHC Judicial Board Chair will meet with the Director of Fraternity and Sorority Life to complete the post-hearing report and sanction assessment letter.
2. The post-hearing report and sanction assessment letter will be sent to the Director of Student Conduct and Student Assistance who will then approve or not approve the Judicial Board's recommendation.
3. Upon receipt of approval, the PHC VP of Standards will notify the chapter of the final decision.
4. The PHC VP of Standards will inform the chapter in writing the following:
 - a. Restatement of the charges
 - b. Decisions rendered on the charges
 - c. Sanctions with completion dates and resources for completion
 - d. Appeals Process

Section 9: Appeals

1. Upon receiving a sanction from the hearing officer/board, a student or organization may appeal for the following reasons:
 - a. Violations of judicial procedures;
 - b. Imposition of a penalty unwarranted by the disciplinary case;
 - c. Lack of substantial evidence upon which a determination of guilt can be based; and/or
 - d. New evidence which was not previously available, and which might substantially change the nature of the case.
2. All appeals must be made within five (5) University business days from the exit date of the sanction assessment letter. Appeals must be submitted in writing to the director of judicial affairs and student assistance and should explain in detail the basis of the request, including any supporting documentation. In addition, students or organizations filing appeals may wish to present letters of character reference.
 - a. Upon receipt of the written appeal, the Director of Student Conduct and student assistance will defer the imposition of the sanction(s) pending the decision on the appeal.
 - b. Cases involving loss of housing and/or dining privileges, suspension, and expulsion will be forwarded to the University Appeals Board for review.
 - c. All other cases will be reviewed by the Director of Student Conduct and student assistance or designee for final disposition.
 - d. A request for an appeal will be responded to in a timely manner by the appropriate appellate body.
 - e. Please refer to the Student Code of Conduct for the University Appeals Board procedure.

Section 10: Completion

1. The PHC Advisor, in combination with the PHC VP of Standards, is responsible for ensuring the completion of all sanctions given by the PHC Judicial Board.
2. In the event that a chapter or individual does not complete the specified sanction, the PHC Judicial Board will be re-convened to make further relevant decisions.

Article XV. Rules of Order

The West Chester University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised Except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

Article XVI. Amendments

These by-laws may be amended by three-fourths vote of the total voting membership of the Panhellenic Council, provided the amendment had been given in writing a minimum of one week prior to the meeting when the vote is to occur.

Amendment 1:

a) Chapters that do not meet attendance requirement from a PHC required event must bring an additional 10% of chapter members to a following event selected by the Panhellenic Executive board.

Amendment 2:

b) The motion passed on February 19th 2017 for Automatic Total Adjustment. Chapter total will be 109 members at maximum. This will be taken into consideration with formal recruitment and graduating seniors.

Amendment 3:

c) Failure of a delegate attending a scheduled General Body Meeting will result in a fine of \$10.00 to their organization.

Amendment 4:

d) An annual grant of \$500.00 will be transferred from the SSI Account to the Sister to Sister Account, with the procedure taking place every September 15th of each year. Sister to Sister will also be granted up to \$500.00 in addition to the transfer when necessary.

Revised: November 2018